

DD/A Registry

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14 JUN 1982

DD/A REGISTRY

WHILE

34 100-20

25X1

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Schedule of Briefings

1. The following briefing schedule has been arranged with Directorate of Administration offices:

Tuesday, 15 June, 1100-1230

Office of Training & Education
Room 1026
Chamber of Commerce Building

Wednesday, 16 June, 1430-1600

Office of Logistics

Thursday, 17 June, 1430-1600

Office of Data Processing
Room 2 D 00
Headquarters

Monday, 21 June, 1000-1130

Office of Communications

Tuesday, 22 June, 1430-1600

Office of Finance
Room 1212
Key Building

Wednesday, 23 June, 1430-1600

Office of Information Services
Room 1206
Ames Building

Monday, 28 June, 1030-1200

Office of Medical Services
Room 1 D 4021
Headquarters

Wednesday, 30 June, 1500-1630

Office of Security
Room 4 E 60
Headquarters

2. Forwarded herewith for your background is a copy of an overview recently submitted to the Comptroller, which outlines the thrust of our 1984

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program. It provides a useful starting point for the briefings which you will be given.

25X1 3. If you need any additional assistance or wish to rearrange any of the above sessions, please contact [redacted]

~~Harry E. Fitzwater~~

Harry E. Fitzwater

Attachment

cc: All DA Office Directors

25X1 EO/DDA/[redacted]

Distribution:

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- 1 - Ea DA OD w/att
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ROUTING AND TRANSMITTAL SLIP

Date

14 JUN 1982

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DDA	<i>[Signature]</i>	14/6
2.			
3.	ADDA	<i>[Signature]</i>	6-14
4.			
5.	DDA For Signature	<i>[Signature]</i>	14 JUN 1982

Action	File	Note and Return
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As Requested	For Correction	Prepare Reply
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Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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